

Victor Valley College

Meeting of the Institutional Effectiveness Committee- Minutes

Date/Time: 10/28/2008, 2:00-3:30pm **Place:** ATC Building, Teacher Learning Center, Room 171, Victor Valley College

Attendance:

Members – (P = Present; A = Absent)			
P	Mark Clair (Classified)	P	Jennifer Larriva (Classified)
P	Donna Derryberry (Classified)	A	Janet Long (Management)
P	Jessica Gibbs (Committee Chair/Faculty)		
A	Shirley Gonzalez (Management)	P	Virginia Moran (Administrative Advocate)
A	Lisa Harvey (Faculty/Management)		
	Paul Williams (Dean)	P	Marc Skuster (Faculty)
A	TBD (Student)	P	Quynh Tran (Classified)
Guests – None			

Call to Order: Members of the committee met in ATC Building, Teacher Learning Center, Room 171, Victor Valley College.

1. Adoption of the 10/03/2008 minutes: The minutes were adopted by the IEC committee members and will be posted to the Novell IEC Workspace.

2. Discussion Items:

- Meeting Pattern: The committee members agreed to modify the meeting schedule to second Fridays at 2:45pm and fourth Tuesdays at 2:00pm.
- Review the working draft for “Access and Use of Institutional Research and Assessments” for Administrative Procedures.
 - The draft needs more work as well as an IRB.
 - The “Appropriate Use of Institutional Research and Assessments” draft will be submitted to College Council for review in November. The draft was posted to the Novell IEC Workspace.
- Review VVC BP 4000.
 - Modifications were made to the AP 4000 and the draft was posted to the Novell IEC Workspace and will be submitted to Faculty Senate in November for review.